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DD/I

DATE:

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REMARKS:

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CIA-RDP78B05707A001200010015-5 (OVER

(OVER)

TRANSMITTAL SLIP		DATE <i>16 Oct. 63</i>
TO: <i>D / N POC</i>		
ROOM NO. <i>15518</i>	BUILDING <i>213</i>	
REMARKS:		
FROM		STAT
ROOM NO		

~~SECRET~~

15 October 1963

MEMORANDUM FOR: Assistant Director/NPIC

SUBJECT : Personnel Ceiling Controls

1. Considerable uncertainty still remains as to the Agency's manpower ceiling for both FY '64 and '65. For the immediate problem of the FY '64 ceiling, planning is to be based on the approved Office Estimates figures as adjusted. At this time the DD/I offices are, with the exception of NPIC, on or very close to that figure. Because of the possibility that this figure may still be reduced we must apply careful scrutiny to each EOD and not go over present ceilings.

2. The Director of Personnel has been asked to impose strict manpower controls so that the Agency will stay within the planned ceiling figures. To insure that the DD/I complies with these controls I have designated the Chief, Administrative Staff, DD/I to coordinate the monitoring of office ceilings within the DD/I.

3. To implement the program, I ask that you insure that your FY 1964 office ceiling of [] is not exceeded. If you presently are over this figure arrange to fall back to it as rapidly as possible.

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4. With respect to the EODing of new personnel the following actions should be taken at once:

a. Review the personnel presently in process for your office with the Office of Personnel with the view to bringing aboard only those absolutely required and for whom a slot will be available. We should take those who have been already given a definite EOD date. Also, we must plan to fit into our structure those JOTs now training in the DD/I area.

b. Review the requirements for personnel recruitment you now have with the Office of Personnel to insure they meet the new situation. In most cases they will henceforth have to be only those needed to meet attrition requirements. However, I appreciate the fact that in certain situations of seasonal recruitment, such as academic, it may be necessary to have temporary strength overages to meet attrition.


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c. Forward all subsequent appointment actions or requests to EOD an individual to the Chief, Administrative Staff, O/DD/I for approval. I plan for the present to approve all professional EODs myself. The Office of Personnel will not accept an EOD action without a signature from this office.

5. Offices should keep in mind the necessity for maintaining a balanced work force under these circumstances so that the highest priority tasks can be handled. Proper clerical/professional ratios must be maintained. The fact is, this situation may well offer an opportunity to upgrade our recruiting standards and assure that each employee is making his maximum contribution where most needed.

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RAY S. CLINE
Deputy Director (Intelligence)

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